

**HEP COUNCIL MEETING  
MARCH 19, 2003**

Members Present:

Ruben Santiago, Jr. – NIMA  
Delores Gonzalez - VARO  
Jaynie Zakibe - CBP  
Ana Padilla - USDA/CSC  
Carmen Michaud - IRS  
John Nassif - USDA/FSA

Ritta E. Miller - VAMC  
Fernando Martins - MOANG  
Noah Avila - USDA/CSC  
Fernando Alaniz - USCG  
Angela Lippert - EEOC

- I. Call Meeting to Order: Meeting called to order by Ruben Santiago, Jr., President at 1:13 P.M.
- II. Remarks from President: Ruben thanked all members in attendance. Introduction of new Officers were made by the President as follows:
  - President – Ruben Santiago
  - Vice-President – Carmen Michaud
  - Secretary – Ritta E. Miller
- III. Approval of Minutes: The minutes from the February 12, 2003 meeting were reviewed and approved.
- IV. Treasurer's Report: No new activity, balance \$3914.97.

OLD BUSINESS

- V. Speaker Committee:

Ruben will check availability of Speakers for HEP Council Seminar/Conference at the National Image Conference in Hollywood, CA.

Noah Avila suggested Consuela Castillo Kickbusch as a possible speaker. She retired from the military and is now a motivational speaker. Committee will check the amount of Ms Kickbusch's fee.

Carmen Michaud suggested Kevin W. Courington, to discuss Estate Planning, Wills and Probate as a possible speaker. Will need Executive Boards approval.

- VI. Awards:

Carmen recommends sending out applications for individual awards.

VII. Location:

Committee has spoken with Banquet/Meeting Director at the Crowne Plaza, menu has been suggested and per person price is reasonable. Carmen Michaud will check Embassy Suites, Orlando Gardens and the Sheraton and that info will be presented to the Council.

VIII. Cultural:

No report.

NEW BUSINESS

IX. Remarks from Federal Executive Board:

Mr. Nassif has requested a report of estimated cost for the HEP Seminar/Conference prior to finalization of plans.

X. National Image Conference:

The 2003 National Image Conference, hosted by the Army, will be held during the week of May 19 – 23, 2003 in Hollywood, CA. Ruben Santiago and Ritta E. Miller plan to attend.

XI. Heightened Alert Procedures:

If we should go on RED ALERT (Delta) any scheduled meetings will be Cancelled.

Mr. Nassif informed the committee that the Board will send out guidelines pertaining to heightened alert via Council Web Site.

XII. Hispanic Workshop

Noah Avila attended the Hispanic Workshop (Entrepreneurship) in Kansas City. USDA Field Office and CSC in St. Louis and the University of Missouri had displays and information.

AGENCY HAPPENINGS

NIMA - Hiring Specialist in Imaging and Analyst, high security clearance is required. Grade: pay banded; entry 7/9 – 11. Target 12.

USDA - Bilingual Processors/Customer Service. Grade 5 – 7, Personnel Office. Info on Intranet Service.

VAMC - Has openings for Nurses and Clerical position. Hispanic Committee planning a Brown Bag lunch to introduce new committee to hospital staff.

VARO - Hiring on OPM for Clerical, must have "people skills".

USCG - Recalls initiated.

MOANG - Minority Recruitment – will bring information to next meeting regarding National Guard.

CBP - Hiring at present. Merging of Custom, Immigration and Department of Agriculture.

IRS - Has openings for Revenue Agent and Counselors, Grade 7/9 – 11 with possible 12. Requires 36 hours of Accounting. Working on Diversity Program for June 11 & 12 and Veterans Day Program.

EEOC - Not hiring at this time.  
Conducting daily survey of unsolicited calls.

Next meetings as follows:

April 15, 2003 at 1:00 P.M. in room #222 at MSD.

May 13, 2003 at 1:00 P.M. in room #125 at MSD.

June 17, 2003 at 1:00 P.M. in room #222 at MSD.

Meeting was adjourned.

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RUBEN SANTIAGO, JR., NIMA  
President

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RITTA E. MILLER, VAMC  
Secretary